



**The Royal
Melbourne
Hospital**

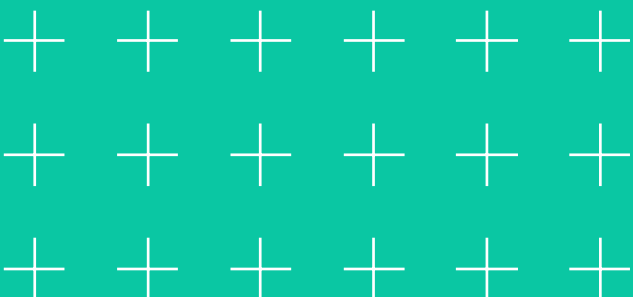
**Advancing
health
for everyone,
every day.**

**Join The Royal
Melbourne Hospital's
NorthWestern Mental
Health Service**



Position Description

Social Worker Grade 2





About The Royal Melbourne Hospital

As one of Victoria’s largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

Our Vision

Advancing health for everyone, every day.

The Melbourne Way

At The RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

Our Priorities

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



- Facilitates the monitoring, engagement and support of people receiving compulsory treatment under the provisions of the Mental Health Act 2014
- Promotes community links and partnerships to foster integration into the broader community

Key Accountabilities – Position Specific

- Undertake a range of social work interventions, including individual, family, group work and community liaison to consumers with complex mental health and psychosocial problems, their families and carers within a strength based recovery framework.
- Provide social work specific assessments in a timely manner, identifying psycho-social needs of the consumer and their families, carers and networks of support.
- Along with being the designated Key Clinician for your consumer(s), the Social Worker can provide secondary Key Clinician support.
- Provide specialist social work consultation and intervention as part of an integrated multidisciplinary team such as family and carer support, income support, discharge planning and housing support, applications for Guardianship and Administration orders, counselling, support and information provision regarding resources and services
- Collaborate with members of the multi-disciplinary team in decision making pertaining to high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care
- Participate in the development of treatment and plans for consumers and take responsibility for assessment and interventions.
- Participate in weekly clinical reviews with the treating team as well as other meetings
- Identify the needs of parents with a mental illness and their dependent children are incorporated into the treatment and care planning.
- Maintain accurate written & electronic documentation and records of interventions and services and progress of clients in a residential setting.
- Ensure continuity of care to clients, families and carers across the CCU and community settings through close liaison and consultation.
- Maintain relationships with key partners in health, research and education by working collaboratively with staff from community, and welfare support agencies , including NDIS, housing support services
- Promote a friendly, respectful and supportive work environment
- The SW2 will be expected to participate in appropriate professional development activities, including opportunities provided within the MWAMHS and North Western Mental Health Program.
- In addition to the responsibilities outlined in this position description, other specific duties associated with this position include
- Required to be a Portfolio holder for social work related areas for CCU and MWAMHS namely Carer and family, Protecting Vulnerable Children, Family Violence, Safety and Social Inclusion Committee
- Attend relevant meetings providing organisational and clinical input from CCU perspective as well as and providing ongoing support and guidance to other team members in the above mentioned areas and co-ordinate accordingly
- Provide leadership, education and support to clinicians within CCU on family sensitive and inclusive practice such as Single Session Family Consultation.
- Provide leadership, education and support to clinicians within CCU on the needs of parents with a mental illness and their children as FaPMI initiatives, Child Safety standards and vulnerable and at-risk children and person policy and procedure.
- Participate in the mentoring, education, supervision and training of SW students including SW students assigned to CCU via the NWMH Entry Level Program (ELP)
- Supporting other disciplines where appropriate.
- Participate in and contribute to in-service staff development, reflective practice and other training programs both internal and external to the service
- Promote a cultural and gender sensitive practice focus within the unit setting.
- Participate in quality assurance activities relevant to services provided by CCU and social workers of MWAMHS and NWMH.
- Participate in changes to policies, procedures and protocols based on relevant research



- Participate in their professional development and continuing education activities to enhance their skills and knowledge
- Participate in clinical supervision and seek assistance, support, advice, training and debriefing as required
- Actively contribute to service improvement and staff development initiatives
- Assume responsibility and accountability for any delegated activities from the senior leadership group at CCU
- Support integration of Social work students on placement at CCU
- Participate in ongoing line supervision/ professional development supervision
- Key Assist with the resolution of any client/carer complaints or feedback
- Share knowledge with colleagues in appropriate forums
- Support the Program by promoting, implementing and participating in quality activities.

Relationships

Internal

- Program Manager; Consultant in Charge;
- Chief Social Worker, Discipline Seniors
- Evaluation and Service Improvement Co-ordinator;
- Health Information Manager;
- Executive Assistant to Director Clinical Services and Area Manager
- Multidisciplinary Team
- Administration staff
- Consumers and Family/Carers
- Other Services within MWAMHS, NWMH & Melbourne Health

External

- Accommodation & Housing services; DHS
- Forensicare; Emergency Services;
- local Hospitals; GP's and other health services; Court system; Legal Aid;
- Mental Health Complaints Commissioner
- Independent Mental Health Advocacy
- Key Community Stakeholders – Centrelink, Office of Housing, NDIS; Child Protection; Child First; VCAT; non-government agencies, drug and alcohol services and primary health providers

Selection Criteria

Formal Qualification(s) & Required Registration(s):

- Social Workers:
 - An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

Essential:

- Ability to undertake a range of social work interventions, including individual, family, group work and community liaison to consumers with complex mental health and psychosocial problems, their families and carers, incorporating a broad range of the theoretical knowledge and perspectives, in particular to, an integrated Recovery based treatment model.
- Knowledge of issues associated with recovery orientated practice
- Knowledge of issues associated with psychiatric illness, aged related illness and disability, and awareness of the impact of these on dependent children, family and carers including those from culturally and linguistically diverse communities.



- Knowledge of and experience in community liaison and the development of community networks as relevant to a CCU setting.
- Ability to function effectively as part of a multidisciplinary team.
- Ability to engage, liaise and consult with relevant family members and carers as well as a broad range of health professionals and community agencies.
- Knowledge of the Mental Health Act, Guardianship and Administration Act, Child, Youth and Families Act and other related legislation.
- Excellent organisational, verbal communication and interpersonal skills.
- Well-developed writing skills and an ability to promptly prepare case assessments, clinical notes, reports, plans and other forms of documentation including competent use of relevant information technology and electronic patient record systems.
- Demonstrated commitment to ongoing professional development and ethical practice
- act as the key contact person for supporting and promoting family intervention at CCU
- Successfully undergo a Police Records and Working With Children’s Check for pre-employment screening
- Current Driver’s License
- Current working with Children Check.

Desirable:

- Good working knowledge of community support services
- Preferably the applicant would have some experience in the area, public mental health or hospital settings.

Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals.

Below is a list of capabilities and the attainment level required in this position?

<i>Capability Name</i>	<i>Attainment Level</i>
Organisational savvy	Mastery
Communicating effectively	Mastery
Building relationships	Mastery
Patient and consumer care	Mastery
Working safely	Mastery
Utilising resources effectively	Mastery
Innovation, continuous improvement and patient safety	Mastery
Adaptability and resilience	Mastery
Integrity and ethics	Mastery
Delivering results	Consolidation
Analysis and judgement	Mastery
Developing and managing skills and knowledge	Mastery

Health, Safety and Wellbeing

The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to the RMH.



RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.



Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please PRINT IN CAPITALS)

Date (day/month/year)